

## **DEPUTY COMMONWEALTH ATTORNEY**

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Exempt*

Performs difficult professional and administrative work as a prosecutor for the County; does related work as required. Work is performed under general supervision. Supervision is exercised over staff in absence of Commonwealth's Attorney.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Preparing cases for trials; prosecuting criminal cases; providing legal assistance and advice to various agencies; conducting legal research, preparing pleadings and briefs.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Prepares and presents cases in the Juvenile and Domestic Relations Court, General District Court and Circuit Court.
- Tries criminal and civil offenses brought under County and State Statutes.
- Interviews law enforcement officers, victims, witnesses, probation officers and other individuals in preparing cases.
- Advises interested parties of trial results.
- Conducts comprehensive research projects in preparing for trials.
- Reviews and processes necessary paperwork in preparing for trials including docket preparation, reviewing law enforcement reports, photographs and exhibits, securing criminal and traffic records and documentation of prior convictions, etc.
- Prepares legal research and writing for issues anticipated in criminal trials.
- Provides assistance and responds to questions from citizens and law enforcement officers.
- Handles appeals of cases to the Virginia Court of Appeals and the Virginia Supreme Court.
- Provides training to law enforcement officers and office staff as directed by the Commonwealth's Attorney.
- Makes public appearances and acts as liaison on behalf of the Commonwealth's Attorney.
- Reviews and supervises work of subordinate attorneys and support staff and assists in evaluating work performance.
- Assists in preparation of office budget.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of modern principles and practices of law and of the State laws and court decisions applicable to criminal prosecution; comprehensive knowledge of legal research and the investigation, preparation and presentation of cases for trial; comprehensive knowledge of legal office procedures, practices and methods; ability to plan and direct the work of others; ability to communicate complex ideas effectively, both orally and in writing; ability to handle difficult trial and appellate litigation; ability to establish and maintain effective working relationships with County and State officials, court officials, members of the bar and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from a law school of recognized standing and extensive legal experience including considerable prosecution experience.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

Eligibility to practice law in the Commonwealth of Virginia. Possession of all other qualifications as prescribed by State Statute. Member of Virginia State Bar.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.